

OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085
WWW.WVANG.ANG.AF.MIL/HRO

TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: MT 05-174

CORRECTION TO ADD ENLISTED POSITION DESCRIPTION

OPENING DATE: 27 October 2005

CLOSING DATE: 28 November 2005

LOCATION: United States Property Fiscal Office, West Virginia Army National Guard, Buckhannon, WV

JOB TITLE AND NUMBER: Staff Accountant, 70371C00(Officer) 70371E00(Enlisted).

NATIONWIDE

PAY PLAN, OCCUPATION CODE AND GRADE: GS-0510-11/09.

SALARY RANGE: GS-11: \$50,541 - \$65,704 per annum. GS-09: \$41,772 - \$54,300 per annum.

APPOINTMENT FEATURES: Excepted Service. Officer/Enlisted.

Position is being advertised at multiple grades in the event that fully qualified applicants are not received.

CREDIT FOR COLLEGE HOURS MUST BE DOCUMENTED WITH COLLEGE TRANSCRIPTS.

INDIVIDUAL SELECTED FOR THIS POSITION WILL BE REQUIRED TO SIGN UP FOR DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER UPON APPOINTMENT TO THE POSITION.

AREA(S) OF CONSIDERATION: AREA ONE: Current on-board full-time support personnel in the WVNG.

AREA TWO: All members of the West Virginia National Guard.

AREA THREE: All members of the National Guard nationwide and other
when eligible for membership in the WVNG.

MILITARY MEMBERSHIP AND UNIFORM REQUIREMENTS: Military membership in the appropriate service and wearing of the uniform appropriate to the service and federally recognized grade are requirements for appointment in the excepted service.

MAJOR DUTIES AND QUALIFICATION REQUIREMENTS: A review of the major duties and necessary qualifications are attached for your information.

HOW TO APPLY: Anyone interested in applying for this position should submit a completed **AGO Form 690-47-R-E**, "Application For WVNG Technician Employment" with all attachments, to the Human Resource Office, The Adjutant General's Department, 1703 Coonskin Drive, Charleston, WV 25311-1085, POSTMARKED on or before the closing date noted above. **NOTE**: Applications that are submitted for this announcement will not be returned to applicant. **Applications may be obtained from the HRO Web Page. Do not send applications in binders or folders.**

List the dates of service in conjunction with all sources of employment (including military assignment) that provided experience in the duties of the position for which you are applying.

EVALUATION OF SKILLS: (1) Experience; (2) Training; (3) Education:

Applicant's should specifically address each of the job-related KSA's in their application. State when, where and how you obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POINT OF CONTACT: MSgt Robin L. Chestnut, DSN 623-6433, Comm 561-6433. Robin.Chestnut@WV.NGB.ARMY.MIL, applications submitted in postage paid federal envelopes are in violation of 18 USC section 1719 and will not be considered. Candidates will be evaluated on the basis of the available information on the AGO Form 690-47-R-E.

SECURITY CLEARANCE- When applicable must meet the requirements to obtain a Security Clearance within one year.

FREEDOM OF INFORMATION AND PRIVACY ACT STATEMENT: See AGO FORM 690-47-R-E.

Reference WV HRO 300-1 dated 15 July 1999 HRO Web Page

POSTING: This announcement will be posted on all bulletin boards for the duration of the announcement period.

Encl
as

DOYLE R. HAYES, JR.
MAJ, WVANG
Supervisory Human Resources Specialist

This position is located in the Army Comptroller Division in the US Property and Fiscal Office (USPFO). Plans, coordinates, and conducts an annual written Operational Review Program (ORP). The ORP encompasses reviews of all functional finance and accounting operations. Determines the objectives and scope of all reviews and audits. Prepares a written plan for the conduct of each review or audit. Analyzes each functional area within the Comptroller Division. Develops findings, determines and facilitates required corrective actions, and provides formal written reports to the Financial Manager (FM). Performs follow-up reviews to assure corrective action has been taken. Conducts special or quick reaction assessments of potential systemic weaknesses and highly vulnerable processes or systems; and provides special or quick reaction assessments that supplement and enhance detailed analysis of the functional areas and systems. Recommends changes to finance and accounting procedures and practices throughout the state. Annually performs an analysis of the overall effectiveness of finance and accounting operations. Serves as the division's primary point of contact for the Management Control Program. Ensures management controls are in place and effective. Prepares Management Control Evaluation Certification Statements for the division's portion of the Management Control Plan. Continually assesses and evaluates the effectiveness of finance and accounting operations through the review of standard performance management metrics. Assesses the indicators and identifies operational areas currently not meeting performance goals as established within the ORP Plan. Assists Comptroller personnel in establishing and implementing methods or procedures to detect, prevent and resolve operational deficiencies. Identifies trends and specific problem areas as well as root causes of operational deficiencies. Performs follow-up reviews ensuring corrective actions produce the desired program results. Reviews and analyzes a wide variety of reports including reports produced by NGB standard and local automated systems. Based on this analysis, advises the FM of actions required or recommended. Discusses system or procedural problems and areas of potential improvement with various system supervisors, Program Managers (PMs), and local management information systems personnel. Provides technical advice and assistance to the FM and the USPFO on internal matters involving statutory provisions, regulatory requirements, procedures, systems, or problems arising from changes in mission, programs, and/or organizational structure. Monitors the implementation of approved and directed procedural changes. Evaluates proposed regulatory changes and employee suggestions and provides comments and recommendations. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

GS-11

1. BASIC REQUIREMENT: Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

2. Specialized Experience: Must have 1 year equivalent to at least GS-09 that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

GS-09

1. Specialized Experience: Must have 1 year equivalent to at least GS-07 that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the theories, practices, methods, and concepts of accounting techniques.
2. Skill in applying this knowledge to conduct on-site reviews designed to identify policy, procedural, and situational weaknesses and strengths of each functional area; and to modify and adapt conventional accounting and analytical techniques to solve a variety of accounting problems within the Comptroller Division.
3. Skill in planning, coordinating and conducting an annual quality assurance program is also required.
4. Knowledge of applicable laws, policies, and regulations and internal control programs to ensure that review coverage is appropriate in meeting established objectives.
5. Knowledge of ARNG and state financial management objectives, missions, policies and systems, and their relationship with national and local organizational elements, to advise the FM on a wide range of financial management issues is required.
6. Knowledge to independently plan and conduct functional area reviews and the ability to gather, organize, consolidate, analyze accounting data, and separate essential from non-essential information.
7. Ability to develop findings and/or reports that clearly identify operational problems and trends; and develop alternatives or solutions to resolve conflicting goals and objectives.
8. Ability to monitor the resolution of problem areas and correction of deficiencies identified

Military Compatibility: O: FA45. E: 73C, D, Z.